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| **Date** |  |

**JOB DESCRIPTION**

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| **Prep School Teacher** |

**Job title:**

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| **Head of Junior School** |

**Reporting to:**

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| **Long Close School** |

**Department/School:**

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| **UK** |

**Scope:**

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

**Working With Us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job Summary**

We are looking for an inspirational and energetic practitioner to teach in KS1 and/or KS2. The ability and enthusiasm to teach across all subjects is essential and to take on the form tutor role. The successful candidate will be primary trained with a degree and/or an appropriate teaching qualification. The post is offered on a full-time basis. We are looking for excellent teaching skills, drive, imagination and the ability to motivate pupils in order to bring out the best in them. The person appointed will work well in a team and show initiative when working with colleagues and pupils.

**Key Responsibilities**

* To design, develop and deliver the effective provision for the primary curriculum.
* To perform other duties consistent with the post as directed by the Headteacher or Head of Junior School
* To organise and teach the class effectively, in accordance with school policy
* To play a full part in the life of the school community and to support its distinctive aims and ethos
* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate
* To monitor and support the overall progress and development of pupils as a classroom teacher
* To foster an atmosphere where each child can reach his or her full potential in a nurturing and supportive environment

**TEACHING AND LEARNING RESPONSIBILITIES:**

* To teach to a high standard, all primary subjects according to the schemes of work.
* Attend Key Stage and whole school staff meetings to appraise schemes and syllabuses.
* Work as a team with parallel teachers to develop curriculum plans, mid-term plans and daily plans for individual lessons ensuring that they are creative, stimulating and differentiated.
* To teach a class, set or group or individual pupils, and to set tasks to be undertaken both at school and at home.
* To mark and assess pupils’ work and to record their development, progress and attainment, both at school and at home.
* To evaluate and review one’s own teaching methods, materials and schemes of work and to make changes where appropriate.
* To maintain good order, discipline and respect for others among pupils to achieve an effective learning atmosphere; to promote understanding of the school’s rules and values; to safeguard health and safety; and to establish good rapports to develop social and academic potential.
* To build on and maintain co-operative relationships with parents and to communicate with them on pupils’ learning and progress, social and academic, drawing attention to special skills and talents as well as to problems or difficulties.
* To be available to meet parents before and after school.
* To maintain an attractive and stimulating classroom environment and to contribute to displays in the school as a whole; to keep displays up to date.
* To take class registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not.
* To provide oral and written assessments, reports, profiles and references, for both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
* To escort pupils to, and play a part in, assemblies and concerts.
* To plan school visits and excursions which are relevant to the curriculum and the school.
* To control and oversee the use and storage of books, stationery and other teaching materials, ensuring that any health and safety regulations are observed and that school equipment is handled appropriately.
* To attend staff meetings as directed.
* To take part in the life of the school, such as attending assemblies, Parents’ events and after school functions.
* To keep up-to-date with current educational thinking and practice, both through attendance of INSET courses, workshops and staff meetings; to take part in appraisal and reviews of one’s work arranged by subject coordinators.
* To work in liaison, contact and co-operation with other members of staff; parents and senior leaders.

**STAFF RESPONSIBILITIES:**

* To be responsible for identifying and participating in further professional development and INSET as appropriate
* To participate in arrangements that may be made for staff appraisal
* To support NQTs and supply staff based within the department as appropriate
* To participate and contribute to regular department/ curriculum meetings in accordance with the published rota
* To attend staff meetings, pastoral meetings, Open Days and Parents’ Evenings (and other functions of a similar nature) as deemed necessary by the Head and/or Head of Junior School

**EXTRA-CURRICULAR ACTIVITIES**

* To contribute to the broader life of the school by supporting and leading curricular and extra-curricular events.

**MARKETING AND EXTERNAL LINKS**

* To actively promote the school and attend all marketing events as appropriate
* To contribute to the positive promotion and marketing of the school in the local and wider community.

**Principal Working Relationships**

Internal: Head

Head of Junior School

Assistant Head of Junior School

External: Parents and any other external agencies

**Person Specification**

Education and Skills:

* Recognised, relevant and suitable teaching qualification
* Qualified Teacher Status
* Outstanding teaching
* Willingness to become involved in the wider life of the school and contribute to activities both in and outside the department
* Flexibility
* Well organised, creative and innovative
* Able to offer an extra-curricular club/activity
* An excellent role model with high expectations
* Ability to work independently and also in a team.
* Strong interpersonal and communication skills
* Ability to form relationships with parents, pupils and other staff
* Enthusiasm for the work of a department
* Commitment to personal and professional development.
* Positive attitude to the use of authority and maintaining good behaviour standards
* A commitment to the ethos and aims of the school

Experience:

* Experience of teaching across KS1 and/or KS2
* Experience of delivering assessments such as 11+/SATs
* Experience with assessment, recording and reporting and using data to inform teaching and improving learning

Competencies for the Role:

Role Specific

* The ability to teach across KS1 and/or KS2 to a very high standard
* High expectations and commitment to enable all pupils to reach their full potential
* Track record of raising standards
* Excellent communication skills to work effectively with pupils, parents, colleagues and other stakeholders
* High level of organisational skills
* Meticulous planning to enable pupils of all abilities to access the curriculum
* High standard of professionalism and a willingness to contribute to the wider life of the school.
* Conversant with the latest curriculum development in primary education

Values Based Behaviours – the behaviours associated with our company values

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

**Remuneration**

* Competitive salary
* Contributory pension scheme
* School fee discount
* Professional development

Signed: ………………………………....………………….… Date: …..…………………..………………………………

Name (Print): ………………………………………………..